

California State Parks

DISCOVER THE MANY STATES OF CALIFORNIA

To provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation



BALDWIN HILLS SCENIC OVERLOOK



California State Parks

Los Angeles Sector Office
700 N. Alameda Avenue, #4/500
Los Angeles, CA 90012

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Fax: 323-441-8863
E-mail: scampbell@parks.ca.gov

Baldwin Hills Scenic Overlook

Special Events Guidelines

2012/2013 Events

The Baldwin Hills Scenic Overlook is a California State Park and its primary objective is to promote the mission of California State Parks. We are happy to offer the park as a venue for your special event, but we must ensure the integrity of this valuable resource for the enjoyment of all visitors in the years to come.

Events are held only in designated areas of the grounds and interior facilities at the Baldwin Hills Scenic Overlook and Visitor Center Complex. A special use permit will indicate which areas are to be used for each special event. The public may concurrently use adjacent areas of the property during regular park hours and your event must not impede public access to pathways, trails, and facility restrooms.

Rules and Restrictions

1. Wedding ceremonies will be permitted on the Scenic Overlook, in the Native Plant Garden/Natural Amphitheater, Pavilion or other areas as designated by California State Parks representative. (Please note, there are no electrical outlets at the Overlook.)
2. The Pavilion and immediately surrounding area (see plot plan) will be available for receptions or other types of educational, cultural and corporate events. Electricity is available in pavilion.
3. Events with food must be catered. All caterers must participate in facility training and site tour prior to working on-site. Upon request State Representative will provide a list of caterers currently certified to work at Baldwin Hills Scenic Overlook. You may use a caterer of your own choosing. However, they must meet with the State Park representative for a site tour and training regarding special event policies, rules and restrictions. Using a caterer who is not on our list will add \$150.00 dollars to the permit fee. Food trucks are allowed and subject to the same requirements.
4. Caterers must provide trash receptacles and trash removal. All trash must be disposed off-site.
5. All facilities will be clean and inspected prior to event.
6. All facilities must be clean and undamaged at inspection after event breakdown.
7. Planted areas, lawns, and drains on the grounds and in buildings must NOT be used to dump any liquids or solids, i.e. beverages, ice, dirty water from dishes, or scraps from food preparation
8. The theater and conference room will be available for meetings, conferences, screenings, lectures, and educational programs.
9. Permittees must provide their own audio visual equipment for use in the theater and conference room.
10. Sixty chairs and ten 6-foot tables are available upon request for use in the theater or pavilion. Chairs cannot be transported or used on the Overlook.
11. In theater and conference room food and beverage should be limited to continental breakfast items and/or boxed lunches.
12. Events cannot be scheduled less than 10 days in advance.
13. Events running over, in excess of 15 minutes, will be charged accordingly. At 15 minutes past the agreed

14. The Visitor Center is not available to the general public for special events.
15. The Visitor Center conference room may be used as a bridal room upon request. Availability will be for 2 hours prior to ceremony.
16. Facility restrooms are available for events but must also remain accessible to the public during regular park hours.
17. Total event capacity is 150 guests.
18. Conference room capacity is 20
19. Pavilion maximum seating capacity is 100-120
20. Theater maximum seating capacity is 89
21. Events must occur between the hours of 8:00 am and 12:00 am. Breakdown down of the event must be finalized and all vendors off premises, with gates closed and locked by 12:00 am.
22. No beverages, including alcohol, may be sold; a host bar is required. It is the responsibility of the Permittee and its vendors to ensure that no alcohol is served to anyone under the age of 21. All the alcohol that is planned on being consumed must arrive before the guests. Alcohol may not be brought into the premises after guests arrive. Distribution of alcohol must be overseen by the licensed caterer.
23. If Alcohol is served at the event, a State Park Ranger is required for event monitoring.
24. If anyone under the age of 21 is caught consuming alcohol, alcohol service at your event will be terminated.
25. Uniformed State Park Representatives at events are present to protect the Park resources and ensure compliance with the terms of the permit. State Representatives will not provide security for your event, direct parking, or monitor guest arrival.
26. The Permittee may only use power outlets as indicated by the State Park Representative.
27. The Permittee shall not affix any decoration into, nor onto, any of the buildings, structures, trees or other vegetation without prior approval of California State Parks staff. Use of double-sided tape, staples, nails, or tacks is prohibited.
28. Candles or open flame are prohibited. Battery operated lanterns or candles may be used.
29. Wedding parties shall not throw rice. Party balloons, confetti and fresh flower petals are prohibited. Live birds may not be released into the air or on the grounds.
30. Pets are not allowed at the Baldwin Hills Scenic Overlook.
31. Photo sessions outside the permitted hours of your event must be pre-approved and permitted.
32. General liability insurance is required for your event. Permittee should purchase an umbrella insurance policy naming California State Parks as additional insured in the amount of \$250,000.00 dollars minimum. Evidence of insurance is required no later than one week prior to the event.
33. Staging area for vendors and catering vehicles will be allowed behind the Pavilion. A single catering vehicle may stay in the area for the duration of food preparation only.
34. Vendor deliveries and pick-up must occur the day of the event.
35. Smoking at the Baldwin Hills Scenic Overlook is prohibited.
36. Parking for guests is included in the cost of the permit for receptions and/or ceremonies. Stacked parking is

allowed if directed by a professional valet. There are 60 parking spaces in the lot.

37. Parking is not included with theater and conference room rentals. Up to 40 parking spaces for theater and/or conference room may be reserved for an additional cost of \$6.00 dollars per parking space.

38. Shuttle service will be required for off-site parking and must be arranged by permittee.

39. Failure to abide by the rules and regulations as specified and incorporated in the event permit may result in event termination.

40. Special events are not allowed on holidays.

Event Fees

Overlook

1 hour minimum		\$3,600.00/hour
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Pavilion and Native Plant Garden

4 hour minimum	\$1,800.00	\$450.00/hourly
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Theater Rental

2 hour minimum	\$400.00	\$200.00/hour
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Conference Room Rental

2 hour minimum	\$300.00	\$150.00/hour
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Event Prep/Strike

Event in excess of 4 hours	\$150.00/hour
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Overlook prep/strike	\$150.00/hour
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Deposits

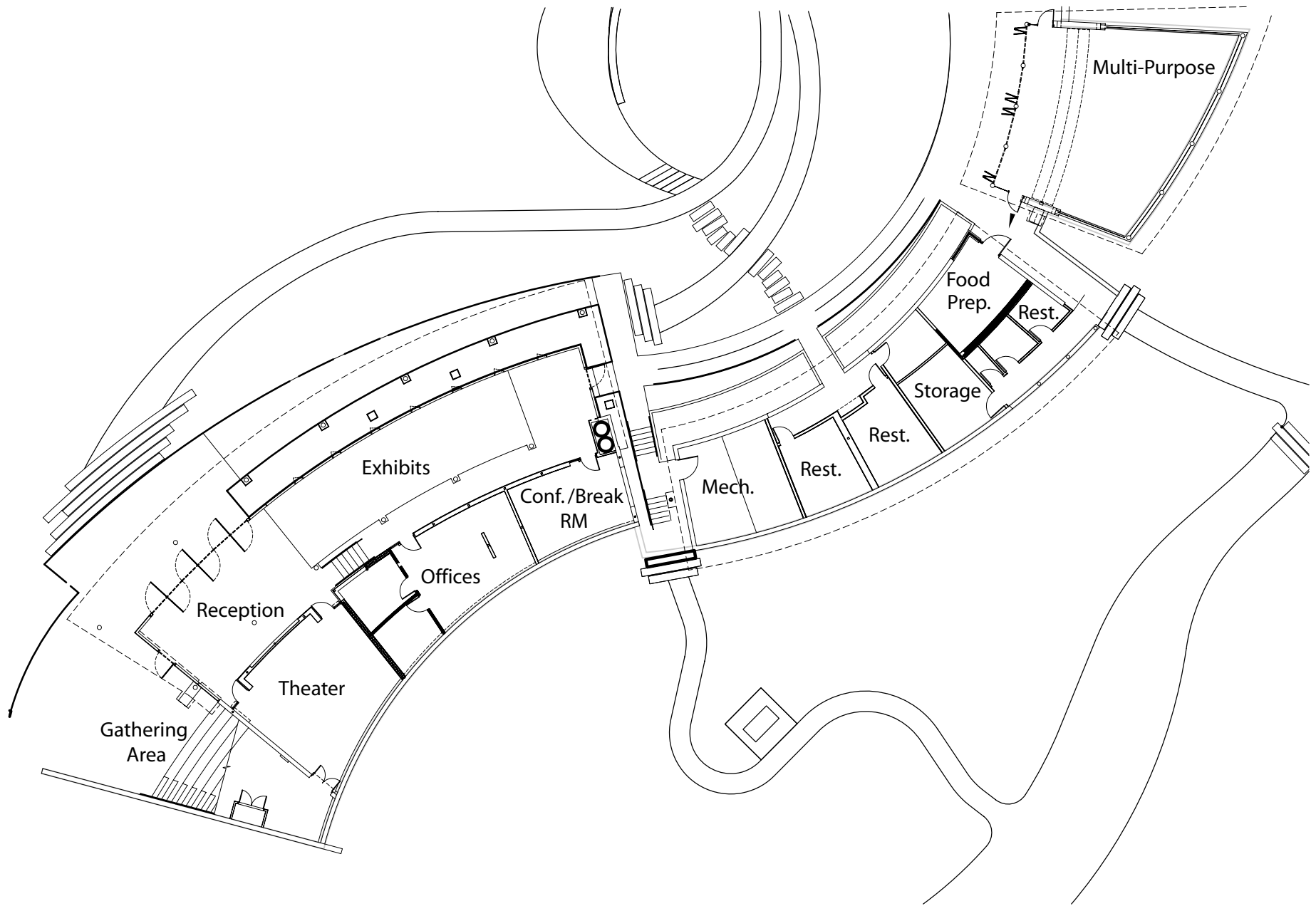
To confirm your reservation, a deposit of \$1,000.00 dollars should be provided by money order, cashiers check, or personal check made payable to California State Parks and returned with a completed special event permit. Please provide your driver's license number on all personal checks. \$500.00 dollars of this deposit will be considered a security deposit and fully refundable upon completion of your event, assuming no damage occurs. \$500.00 is non-refundable. Please Mail payments and completed special event permit application to:

California State Parks
Attn: Stephanie Campbell
700 N. Alameda Ave. Suite #4/500
Los Angeles, CA 90012

Fee balance is due 30 days prior to your event. Insurance verification is due one week prior to your event. Cancellation forfeits deposit. Cancellation less than 30 days in advance forfeits entire event fee. Alternately, events may be re-scheduled.

*All fees include the cost of monitoring by uniformed State Park employees. State Park monitors will be on-site to ensure that the terms and conditions of this permit are met. They will also work with the public to ensure the privacy of your event, however public use must be accommodated during regular park hours.

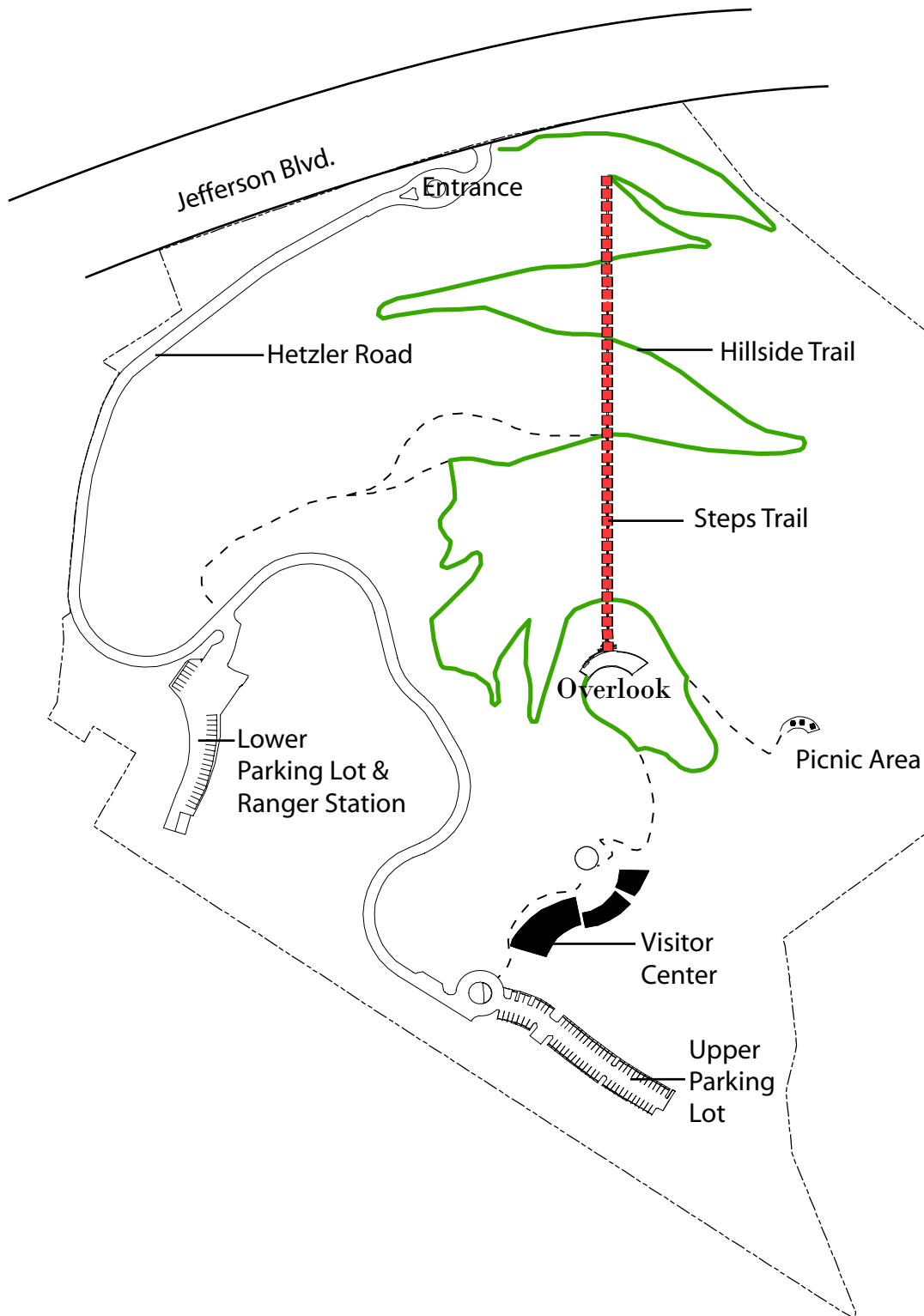




Baldwin Hills Scenic Overlook

Visitor Center Complex





Baldwin Hills Scenic Overlook

Site Map



Baldwin Hills Scenic Overlook
Approved Caterers

Truly Yours Catering

10940 Burbank Blvd.
North Hollywood, CA 91601
818-753-9100
www.TrulyYoursCatering.com

Creative Cuisine Concepts

310-783-2071
www.ccuisineconcepts.com

Urban Green

8922 Norris Avenue
Sun Valley, CA 91352
310.306.5554 Direct
888.200.3320 Toll free
www.urbangreenla.com
Twitter@urbangreenla

HeriloomLA Catering

323-872-2904
www.heirloomla.com
info@HeriloomLA.com

F & B Innovations

George Krokondelas
515 S. Flower Street 36th Floor
Los Angeles, CA 90071
213.236.3547 Office
213.236.3501 Fax
212.729.9040 Cell
george@fbinnovations.com

David Catering

www.davidcateringla.com
davidsutton@msn.com
323.697.0107 telephone
323.953.1099 fax

Homegirl Café and Catering

130 W. Bruno St.
Los Angeles, CA 90012
213.617.0380

SPECIAL EVENT PERMIT

INSTRUCTIONS: To apply for a Special Event Permit, complete this form and read the Special Event Permit Terms and Conditions attached. Submit an original and 2 copies of completed forms (an original and 3 copies for hazardous events), all with original signatures, any supplemental documents (see No. 4 below), and a check or money order to cover the required filing fee to the District office of the park unit where the event will be held.

APPLICANT/ORGANIZATION

ADDRESS	CITY/STATE/ZIP CODE	
CONTACT PERSON	BUSINESS PHONE ()	HOME PHONE ()
PARK UNIT	LOCATION	
SPECIFIC USE	DATE(S)	HOURS

1. PURPOSE OF THE EVENT:
2. PARK AREA/FACILITIES TO BE USED:
3. MAXIMUM NUMBER OF PEOPLE EXPECTED TO ATTEND THE EVENT AT ONE TIME AND METHOD FOR LIMITING ATTENDANCE (THE STATE MAY LIMIT THE MAXIMUM ATTENDANCE WITHIN ITS DISCRETION):

4. PLEASE ANSWER THE FOLLOWING QUESTIONS:

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Does the event involve the sale or use of alcoholic beverages?
<input type="checkbox"/>	<input type="checkbox"/>	Will additional fees be charged for participants (beyond regular facility fees)?
<input type="checkbox"/>	<input type="checkbox"/>	Will items or services be sold at the event?
<input type="checkbox"/>	<input type="checkbox"/>	Are there any other special conditions or requirements? (e.g., accessibility - see page 2)

If you answered yes to any of the above questions or if liability insurance is required (see Special Event Permit Terms and Conditions), please complete and attach a DPR 246A, Special Event Permit Supplement. If none of the above conditions apply, please complete the signature block below.

I have read and accept the Special Event Terms and Conditions attached. I understand that the District Superintendent or authorized representative may terminate without prior notice any special event activity when it is necessary for the safety and enjoyment of the public, for the protection of the resources, or for violation of any rules or regulations of the Department of Parks and Recreation or conditions of this permit. I also understand that any Special Event Permit may be cancelled without notice in the event of disaster or unforeseen emergency.

SIGNATURE _____ DATE _____

FOR DEPARTMENT COMPLETION ONLY		Department of General Services Use Only
TOTAL PERMIT FEES	COMMENTS	
REVIEWED AND RECOMMENDED BY ▶	DATE	
TITLE	BUSINESS PHONE ()	
ADDRESS	CITY/STATE/ZIP CODE	
APPROVED BY ▶	DATE	
TITLE	BUSINESS PHONE ()	
ADDRESS	CITY/STATE/ZIP CODE	
DIRECTOR APPROVAL (for alcoholic beverage sale of more than 4 days only) ▶	DATE	

FOR DEPARTMENT COMPLETION ONLY

SPECIAL CONDITIONS REQUIRED OF THE PERMITTEE BY THE DEPARTMENT OF PARKS AND RECREATION:

Have accessibility issues been addressed? ☐ YES ☐ NO

EXCEPTIONS TO SERVICES PROVIDED BY THE STATE AS LISTED IN SPECIAL EVENT PERMIT AND CONDITIONS:

THE ITEMS CHECKED BELOW MUST BE RECEIVED AT THE DISTRICT PRIOR TO THE EVENT UNLESS OTHERWISE STATED.

- ☐ \$ _____ Permit
- ☐ \$ _____ Damage Deposit
- ☐ Proof of liability insurance coverage (Certificate of Insurance) in an amount not less than the following:
 - ☐ Combined single limit (CSL) \$500,000 per occurrence (must be received at least 60 days in advance of event)
 - ☐ Combined single limit (CSL) \$1,000,000 per occurrence (must be received at least 60 days in advance of event)
 - ☐ Public liability \$300,000 each person; \$500,000 each occurrence. Property damage, liability and products damage liability \$200,000.
- ☐ Copy of license to sell alcoholic beverages from the California Department of Alcohol and Beverage Control (must be received at least 10 days in advance of event)

☐ YES ☐ NO WALK THROUGH CONDUCTED WITH PERMITTEE.

COMMENTS:

SPECIAL EVENT PERMIT SUPPLEMENT

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

INSTRUCTIONS: Complete the information requested below then submit this form with your DPR 246, Special Event Permit.

1. List of fees and charges to participants attending the event. (This is in addition to regular park facility fees)

2. Plan and method for collecting special fees.

3. Estimated gross receipts and net profits to the permittee.

4. Guaranteed minimum fees and/or percentage of the gross income to be paid to the State as rent.

5. Method of garbage collection and disposal.

6. List of items to be sold during the event.

7. Method of advertising and promoting the event. Attach sample copy of brochures, flyers, poster, etc. The State reserves the right to review and approve all promotional material to protect the interest of the Department.

8. Detailed description of the program to be presented and the displays and concession booths to be installed. (Prepare attachment if additional space is required.)

9. List of all the organizations involved whether sponsors, recipients or promotional firms. Commercial sponsors must specifically be listed.